



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

DIRECTOR

DEC 23 2010

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Larry R. Felix
Director

SUBJECT:

EEO Complaint Policy Statement

It is the policy of the Bureau of Engraving and Printing to provide for the fair and impartial processing of EEO complaints in accordance with Title 29, Code of Federal Regulations, Section 1614 and the EEO Commission's Management Directive 110.

All Bureau employees are required to provide their complete cooperation with all EEO Counselors and Investigators. EEO officials must be granted access to personnel records and other relevant information when required in connection with inquiries and investigations.

Every effort should be made to resolve complaints at the lowest possible level, fairly and in a timely manner. I strongly advocate the use of the Alternate Dispute Resolution (ADR) Program. ADR provides an avenue to resolve workplace challenges or issues within the Bureau, and if used effectively, can help reduce costs.

While we cannot prevent or resolve all complaints, BEP is committed to minimizing complaints and maintaining a process that treats all employees with dignity, respect, and fairness.